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The Director of Central Intelligence  
Washington, D.C. 20505

National Intelligence Council

18 March 1985

MEMORANDUM FOR: Director of Personnel

THROUGH: Chairman, E Career Service  
Chairman, National Intelligence Council

FROM: [redacted]  
Director, NIC Analytic Group

SUBJECT: Quality Step Increase [redacted]

1. [redacted] head GS-07 secretary for the Analytic Group of the National Intelligence Council, has been with the AG for three years. She has performed very competently that entire time, but over the last year her performance has been superior. It merits special recognition; I therefore recommend that she be awarded a Quality Step Increase (QSI) in the near future.

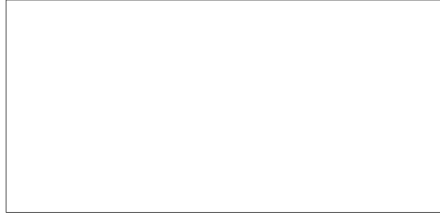
2. For the last six months [redacted] has been the only secretary this office [redacted] could really count on, inasmuch as one other secretary was reassigned last fall, with no replacement; while our third secretary was encountering various difficulties. This left [redacted] virtually on her own many days, handling an enormous workload of word processing while she simultaneously managed a very large flow of office mail and tended to other secretarial duties. She often worked beyond her usual hours without ever complaining.

3. The aspect of this performance that marks it as deserving special acknowledgement is that the AG physically moved twice in this period. [redacted] played a major role in making both transitions very smooth. Nothing was lost, machines were hooked up in good time, the mail continued to be distributed without error, and most importantly, production never faltered. Her dedication, professionalism, and personal discipline were noteworthy.

4. [redacted] is an extremely competent, cooperative employee whose skill, resilience, and tact play a key role in enabling the AG to

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function effectively. We are fortunate that she has been our colleague these last three years, and especially, the last six months. I have every reason to believe that her excellent level of performance will continue.



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1 - NIC Admin

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